



## DEPARTMENT OF THE NAVY

COMMANDER  
NAVY REGION, MID-ATLANTIC  
6506 HAMPTON BLVD.  
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREGMIDLANT  
INST 1770.1  
N12

05 MAR 2002

### COMNAVREG MIDLANT INSTRUCTION 1770.1

Subj: CASUALTY ASSISTANCE CALLS PROGRAM (CACP)

Ref: (a) DOD 1300.18  
(b) OPNAVINST 1770.1  
(c) BUPERSINST 1770.3  
(d) MILPERSMAN 1770-010 through 1770-230  
(e) BUMEDINST 5360.1  
(f) Casualty Assistance Calls Officer Handbook (NAVPERS 15607C)

Encl: (1) Casualty Assistance Calls Program  
(2) Procedure for CACP Action for Hampton Roads Area Activities and list of Participating Hampton Roads Area Activities  
(3) Participating Activities Areas of Responsibility for Casualty Assistance Calls/Funeral Honors Support Programs in 5-State Region (outside Hampton Roads Area)  
(4) Sub-area Coordinators  
(5) NAVPERS Form 1770/7  
(6) SF 1664 Form, Sample and blank form  
(7) Direct Deposit form

1. Purpose. To carry out the requirements for the Navy's Casualty Assistance Calls Program (CACP) within Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) area of responsibility in accordance with references (a) and (b).

2. Cancellation. COMNAVREGMIDLANTINST 1771.1R. This revision includes guidelines for assignment of Casualty Assistance Calls Officers (CACOs); revises areas of responsibility for NAVMARCOESCEN Roanoke, VA; Huntington, WV; Moundsville, WV; Ebensburg, PA; and AEGIS Combat Systems Center, Wallops Island; and clarifies procedures for submission of travel claims for expenses incurred while performing CACO duties. This is a complete revision and shall be reviewed in its entirety.

3. Background. The Navy's CACP was initiated by Navy Personnel Command (COMNAVPERSCOM) to provide personal notification and/or necessary assistance (within practical limitations) to the Primary Next of Kin (PNOK) and/or the Secondary Next of Kin (SNOK) of those Navy personnel who become a casualty while on

05 MAR 2002

active duty or active duty for training. This program also provides for personal notification and/or necessary assistance to specific former Naval personnel, certain dependents, members of other armed forces serving with or attached to Navy commands and civilians serving with or attached to Navy commands.

4. Policy. The CACP assists and guides the families of our servicemembers upon whom tragic circumstances have fallen. Regardless of the circumstances of the casualty, our response and assistance to these families will be handled with priority and the utmost understanding and sensitivity. Commanders at all levels will respond to the program's intended spirit and humanistic guidelines to ensure that every reasonable effort is made to help these families. Enclosure (1) provides specific guidance.

5. Scope

a. By reference (b), COMNAVREG MIDLANT is assigned as the Casualty Assistance Calls Program Coordinator for the states of Virginia, West Virginia, Pennsylvania and Delaware, certain counties in North Carolina, Kentucky, and Maryland, and the country of Iceland. Enclosure (2) depicts the list of participating COMNAVREG MIDLANT subordinate activities for regional CACOs within the Hampton Roads area. Enclosure (3) depicts counties and responsible activities outside the Hampton Roads area for the Mid-Atlantic region.

b. COMNAVREG MIDLANT retains the responsibility for implementation of the CACP within the Mid-Atlantic area and hereby establishes sub-area coordinators who shall:

(1) Assign or re-assign CACOs from shore commands within their sub-area of responsibility, when directed by COMNAVREG MIDLANT Program Manager.

(2) Ensure that the program is effectively managed and executed within their sub-area of responsibility.

(3) Ensure that COMNAVREG MIDLANT Program Manager is notified in a timely manner of all CACO assignments, next of kin (NOK) notification, and any information pertinent to the program's operation in their sub-area of responsibility.

(4) Maintain an accurate, up-to-date file on all cases within its geographical sub-area of responsibility and ensure all required reports are maintained.

(5) Implement a Mass Casualty Contingency Plan as directed by the Program Manager.

05 MAR 2002

c. COMNAVREG MIDLANT Sub-area Coordinators and their area of responsibility are listed in enclosure (4).

#### 6. Training

a. All commands shall have at an adequate number of assigned, trained and capable CACOs. For commands of 50 or less personnel, a minimum of one junior officer and one senior enlisted CACO are essential to cover periods of training, leave and other absences and shall be assigned. For each additional 100 personnel (permanent and/or transient) assigned, add one junior officer and one senior enlisted CACO, up to a total of 10 CACOs. Substitution of junior officers and chief petty officers as appropriate for the mix of personnel assigned is acceptable.

b. COMNAVREG MIDLANT Regional Program Manager conducts training in Norfolk, VA once a month. To obtain quotas call (757) 322-2831/2817 no less than two months prior to the desired training date. Training for Pennsylvania, Delaware and Iceland will be scheduled separately.

#### 7. Naval Disasters or Accidents (Death/Injury) to more than 15 Personnel

a. When there are numerous assignments to be made for personal notifications/CACOs in the Hampton Roads area, the alphabetical rotation responsibility, as listed in enclosure (2), is suspended. To avoid any one activity being overloaded, the COMNAVREG MIDLANT Regional Program Manager will disperse assignments among the listed participating activities and appropriate type commanders on an equitable basis.

b. Generally, when an incident of this nature occurs, Commander, Navy Personnel Command (COMNAVPERSCOM), PERS 621 will alert the appropriate regional program managers. The Program Manager will immediately alert all activities and levy requirements for CACOs and chaplains to be placed in an immediate stand-by status, pending receipt of names and addresses of personnel and their next of kin.

8. Action. Activities listed in enclosures (2) and (3) are to provide an information sheet for the management of the CACP within COMNAVREG MIDLANT area of responsibility. Information sheets should be forwarded upon receipt of this instruction, and annually every 31 January thereafter, or as changes occur, to Commander, Navy Region, Mid-Atlantic (N12), 6506 Hampton Blvd., Norfolk, VA 23508-1273, in the following format:

05 MAR 2002

- a. Rank/rate and full name of activity's Commanding Officer, Command CACO Coordinator and alternate CACO Coordinator.
- b. Command CACO Coordinator's office, pager, FAX, home and cellular phone numbers.
- c. List of CACOs on CACO watchbill, office, pager, FAX, home and cellular phone numbers, projected rotation date (PRD) or expiration of active obligated service (EAOS).
- d. The number of officers on board, less chaplains, with two or more years of service.
- e. The number of senior enlisted (E7 or above) on board.
- f. Command's duty phone number and FAX machine phone number for the command.
- g. The Plain Language Address (PLA) for message traffic.
- h. Command's mailing address
- i. The number of chaplains assigned to the command and their religious affiliation.

Questions can be directed to the Regional Program Manager, Casualty Assistance Calls Program at 757-322-2817 or DSN 262-2817 during normal business hours (0700-1600). Requests for immediate assistance after-hours should be directed to the CACO Duty Officer at pager 757-521-9587, cellular 757-403-7370.



S. E. BARKER  
Chief of Staff

Distribution: [www.cnrma.navy.mil](http://www.cnrma.navy.mil)

Copy to:

COMNAVPERSCOM (PERS-621)  
COMNAVREG SE  
COMNAVREG SW  
COMNAVREG NW  
COMNAVREG NE  
COMNAVRESFOR  
COMNAVDIST Washington  
NAVMEDCEN Portsmouth (DAO)  
MILMEDSUPPOFF Great Lakes

NAVHOSP Great Lakes  
BUMED (MED 332)  
NAVMEDCLINIC Annapolis  
NAVHOSP Patuxent River  
NAVMEDCLINIC Quantico

05 MAR 2002

**CASUALTY ASSISTANCE CALLS PROGRAM**

1. Background. In all cases of death, missing, or Duty Status Whereabouts Unknown (DUSTWUN) status a Casualty Assistance Calls Officer (CACO) shall be designated to assist the PNOK and/or SNOK as prescribed in references (c) through (f). Responsibility for assignment of CACO is listed in paragraph 2c below. General guidelines for notification are as follows:

a. CACO proceeds in government vehicle in the company of another service member, preferably a chaplain.

b. CACO calls are made between the hours of 0600 and 2400.

c. Uniform for notification visit is Service Dress Blue or Summer White.

2. Procedure

a. Assignment of potential CACOs:

(1) Commands at all levels shall assign at least one commissioned officer, with no less than two years active duty, not of the Chaplain Corps, and one senior enlisted (E-7 and above) up to a total of 10 as their command CACOs. Utilization of duty office personnel is not authorized.

(2) Commands at all levels should ensure individuals assigned CACO duties have a minimum of one year left at the command, and are familiar with references (c) through (f) and this instruction prior to making contact with the PNOK and/or SNOK.

b. Reporting of a casualty. Reference (d) contains definitions, requirements, and procedures for initiating a Personnel Casualty Report (PCR). The PCR shall be submitted as a naval message with IMMEDIATE precedence by the Commanding Officer of the member who is a casualty, INFO COMNAVREG MIDLANT NORFOLK VA//N12// as Regional Program Manager. If a member becomes a casualty while away from their command, the Naval activity first apprised of the circumstances shall initiate the Personnel Casualty Report. That command should complete sections ALFA through HOTEL and request the member's command complete the report. In cases where the member's command is unknown, include a statement which requests COMNAVPERSCOM notify the member's command to complete the report.

c. Assignment of CACOs for PNOK/SNOK:

(1) If the casualty is a member of a shore activity, a ship or an aviation activity in port within the Hampton Roads area and

Enclosure (1)

**05 MAR 2002**

the next of kin resides within a 50-mile radius, the CACP responsibility lies with the member's command. In the case of a deployed unit, the Type Commander shall designate a subordinate command to assume responsibility for the next of kin residing locally.

(2) If the next of kin resides within the COMNAVREG MIDLANT area of responsibility (AOR) in Hampton Roads but there is no parent command in the area, the Regional Program Manager will determine activity responsibility for CACP action using enclosure (2) as a rotational duty.

(3) If the next of kin resides within the COMNAVREG MIDLANT AOR but beyond the immediate vicinity of the member's command, the Regional Program Manager will determine activity responsibility for notification of PNOK/SNOK using enclosure (3).

(4) If the next of kin resides outside the COMNAVREG MIDLANT AOR, the Regional Program Manager will contact the appropriate coordinator for that area.

(5) When a ship or an aviation squadron is deploying prior to completion of CACO duties, the Commanding Officer shall ensure the case is referred to the appropriate Type Commander for reassignment of CACO.

d. Assignment of Standby CACO. Article 1770-160 of reference (d) directs assignment of Standby CACO for all active duty members when any of the following conditions exist:

(1) Member is placed on the very seriously ill/seriously injured list.

(2) Member is in imminent danger or loss of life as defined by reference (d), Article 1770-080.

(3) Member is hospitalized overseas from next of kin.

Assignment of Standby CACOs will be at the direction of COMNAVPERSCOM (PERS 621). The Stand-By CACO will not contact the next of kin unless directed by COMNAVPERSCOM or the appropriate CACP Regional Program Manager.

e. Assignment of Courtesy CACO. Courtesy CACOs will be assigned as deemed necessary. These assignments will be made to assist the PNOK and/or SNOK of:

(1) Individuals seriously or very seriously ill/injured within CONUS for whom medical authorities have stated that the PNOK and/or SNOK presence is medically warranted. The Courtesy CACO's function will be to assist NOK with transportation from airport to hospital and/or reimbursement of bedside travel.

05 MAR 2002

(2) Individuals who are on the Temporary Disability Retirement List (TDRL) and die within 120 days of TDRL status. The Courtesy CACO's function will be to assist NOK obtain certain benefits, as instructed by PERS-621 via the Regional Program Manager.

(3) When requested by PERS-621.

f. While COMNAVREG MIDLANT retains the responsibility for implementation of the CACP within the Mid-Atlantic area, this instruction hereby establishes Sub-Area Coordinators. Enclosure (4) depicts the designated Sub-Area Coordinators that will assist the Regional Program Manager with the management and execution of the Program within their geographical sub-area.

### 3. Reporting Requirements

a. The Casualty Assistance Calls Program Report (NAVPERS Form 1770/7), enclosure (5), shall be submitted by the CACO to COMNAVPERSCOM (PERS 621) via COMNAVREG MIDLANT (N12):

(1) An Initial report shall be forwarded to COMNAVREG MIDLANT (N12) immediately following the PNOK's and/or SNOK's application for all claims and benefits but no later than 30 days from the casualty.

(2) A Final report shall be submitted to COMNAVREG MIDLANT (N12) immediately following notification from PNOK/SNOK that all benefits have been received, or when the PNOK/SNOK advise the CACO their services are no longer required. COMNAVREG MIDLANT (N12) will endorse NAVPERS Form 1770/7 and forward to PERS-621 to close the case.

4. CACO Reimbursement of Travel Expenses. Travel expenses for CACOs performing official duties in support of the CACP Program, when no government transportation is available, will be reimbursed from COMNAVREG MIDLANT funds. For local area expenses, submit Form SF 1164, enclosure (6), Claim for Reimbursement for Expenditures on Official Travel, together with enclosure (7), Electronic Funds Transfer (EFT) Certificate, to COMNAVREG MIDLANT (N12). Original receipts should be taped on an 8-1/2 X 11 sheet of paper. Mileage is paid at the rate of 34.5 cents per mile.

5. Notification of Next of Kin of Seriously Ill/Injured Personnel. Notification of both the PNOK/SNOK of personnel who become seriously ill/injured shall be made by the most expedient means available (usually by telephone) in accordance with reference (d). Responsibility for notification depends upon the location of hospitalization of the service member as shown below:

HOSPITALIZED IN

RESPONSIBILITY FOR NOTIFICATION

05 MAR 2002

Naval Medical Treatment  
Facility in CONUS

Commanding Officer, Naval Medical  
Medical Treatment Facility

Non-Naval Hospital in CONUS  
service

Parent command/command holding  
record

Naval or Non-Naval Hospital  
Overseas, or CONUS as a result  
Naval disaster/accident

Parent command/command holding  
service record. If unable or  
impractical, contact COMNAVPERSCOM  
for assistance.

05 MAR 2002

**PROCEDURE FOR CACP ACTION FOR HAMPTON ROADS AREA ACTIVITIES**

1. Participating activities in Hampton Roads shall institute a CACO Watchbill within their activity, identify a Command CACO Coordinator, and assign a point of contact for after-hours CACO assignment.
2. Activity will initiate Personnel Casualty Report and provide CACP action for next-of-kin that reside in Hampton Roads area for members of their own activity that have become a casualty.
3. In addition to providing a CACO when command suffers a casualty, CACP responsibility will be rotated amongst Hampton Roads activities when a casualty occurs where there is no parent command in Hampton Roads and either PNOK and SNOK reside in Hampton Roads, as well as during mass casualties. Responsibility may include but is not limited to the following actions:
  - a. Initiate the Personnel Casualty Report.
  - b. Assign a CACO to assist the next-of-kin.
  - c. Coordinate the services of a Chaplain for accompanying CACO for the Notification visit.
  - d. Assign a Stand-by CACO when requested by COMNAVPERSCOM via the Regional Program Manager (death imminent cases).
  - e. Assign a Courtesy CACO when requested by COMNAVPERSCOM via the Regional Program Manager (Very Seriously Ill/Injured, Temporary Disability Retirement List -TDRL cases).
4. Assignment of CACO will be on a rotational basis, in alphabetical order, as shown below:

**PARTICIPATING HAMPTON ROADS AREA ACTIVITIES**

1. AIR OPERATIONS PM (NAVAL AIR STATION, OCEANA)
2. FACILITIES PM (NAVY PUBLIC WORKS CENTER)
3. INFORMATION TECHNOLOGY PM (NCTAMS LANT)
4. NAVMEDCEN PORTSMOUTH
5. NAVSHIPYD NORFOLK

Enclosure (2)

**05 MAR 2002**

6. ORDNANCE PM (LANTORDCOM)
7. PORT OPERATIONS PM (NAVSTA NORFOLK)
8. PUBLIC SAFETY PM (NAVPHIBASE LITTLE CREEK)
9. SUPPLY AND LOGISTICS PM (FISC NORFOLK)
10. SUPPORT SERVICES PM (NAVSUPPACT NORFOLK)

The following activities will provide CACOs for their own communities when their units are deployed:

1. COMSUBLANT
2. COMNAVSURFLANT
3. COMNAVAIRLANT
4. COMFITWINGLANT
5. COMAEWWINGLANT

NAS Keflavik will support CACO responsibilities in Iceland.

05 MAR 2002

AREAS OF RESPONSIBILITY FOR CASUALTY ASSISTANCE CALLS/FUNERAL HONORS SUPPORT  
PROGRAMS

## NORTH CAROLINA COUNTIES

CAMDEN	COMNAVREG MIDLANT */
CHOWAN	COMNAVREG MIDLANT */
CURRITUCK	COMNAVREG MIDLANT */
DARE	COMNAVREG MIDLANT */
GATES	COMNAVREG MIDLANT */
PASQUOTANK	COMNAVREG MIDLANT */
PERQUIMANS	COMNAVREG MIDLANT */
TYRRELL	COMNAVREG MIDLANT */
WASHINGTON	COMNAVREG MIDLANT */

## MARYLAND COUNTIES

DORCHESTER	COMNAVDIST WASHINGTON DC
SOMERSET	COMBATSYSCEN WALLOPS IS (for CACO) COMNAVREG MIDLANT (for HONORS)
WICOMICO	COMBATSYSCEN WALLOPS IS (for CACO) COMNAVREG MIDLANT (for HONORS)
WORCESTER	COMBATSYSCEN WALLOPS IS (for CACO) COMNAVREG MIDLANT (for HONORS)
GARRETT	NAVMARCORESCEN PITTSBURGH PA

## DELAWARE

KENT	NAVMARCORESCEN WILMINGTON DE
NEW CASTLE	NAVMARCORESCEN WILMINGTON DE
SUSSEX	NAVMARCORESCEN WILMINGTON DE

## KENTUCKY COUNTIES

BOYD	NAVRESCEN HUNTINGTON WV
CARTER	NAVRESCEN HUNTINGTON WV

\*/ Casualty Assistance Calls will be rotated IAW enclosure (2).  
Funeral Honors will be performed by COMNAVREG MIDLANT Ceremonial Guard.

Enclosure (3)

05 MAR 2002

ELLIOT	NAVRESCEN HUNTINGTON WV
FLOYD	NAVRESCEN HUNTINGTON WV
GREENUP	NAVRESCEN HUNTINGTON WV
HARLAN	COMNAVREG SE JACKSONVILLE FL
JOHNSON	NAVRESCEN HUNTINGTON WV
KNOTT	NAVRESCEN HUNTINGTON WV
LAWRENCE	NAVRESCEN HUNTINGTON WV
LETCHER	COMNAVREG SE JACKSONVILLE FL
LEWIS	NAVRESCEN HUNTINGTON WV
MAGOFFIN	NAVRESCEN HUNTINGTON WV
MARTIN	NAVRESCEN HUNTINGTON WV
MORGAN	NAVRESCEN HUNTINGTON WV
PIKE	NAVRESCEN HUNTINGTON WV
ROWAN	NAVRESCEN HUNTINGTON WV

**VIRGINIA COUNTIES**

ACCOMACK	COMBATSYSCEN WALLOPS IS (for CACO) COMNAVREG MIDLANT (for HONORS)
ALBEMARLE	NROTC UVA CHARLOTTESVILLE VA
AMELIA	NAVMARCORESCEN RICHMOND VA
ALLEGHANY	NROTC VMI LEXINGTON VA
AMHERST	NAVMARCORESCEN ROANOKE VA
APPOMATTOX	NAVMARCORESCEN ROANOKE VA
ARLINGTON	COMNAVDIST WASHINGTON DC
AUGUSTA	NROTC VMI LEXINGTON VA
BATH	NROTC VMI LEXINGTON VA
<u>BEDFORD</u>	NAVMARCORESCEN ROANOKE VA
BLAND	NAVMARCORESCEN ROANOKE VA
BOTETOURT	NROTC VMI LEXINGTON VA
<u>BRISTOL</u>	NAVMARCORESCEN ROANOKE VA
BRUNSWICK	NAVMARCORESCEN RICHMOND VA
BUCHANAN	NAVMARCORESCEN ROANOKE VA

05 MAR 2002

BUCKINGHAM	NAVMARCORESCEN RICHMOND VA
<u>BUENA VISTA</u>	NROTC VMI LEXINGTON VA
CAMPBELL	NAVMARCORESCEN ROANOKE VA
CAROLINE	NAVMARCORESCEN RICHMOND VA
CARROLL	NAVMARCORESCEN ROANOKE VA
CHARLES CITY	NAVMARCORESCEN RICHMOND VA
CHARLOTTE	NAVMARCORESCEN RICHMOND VA
<u>CHARLOTTESVILLE</u>	NROTC UVA CHARLOTTESVILLE VA
<u>CHESAPEAKE</u>	COMNAVREG MIDLANT */
CHESTERFIELD	NAVMARCORESCEN RICHMOND VA
CLARKE	COMNAVDIST WASHINGTON DC
<u>CLIFTON FORGE</u>	NROTC VMI LEXINGTON VA
<u>COLONIAL HEIGHTS</u>	NAVMARCORESCEN RICHMOND VA
<u>COVINGTON</u>	NROTC VMI LEXINGTON VA
CRAIG	NAVMARCORESCEN ROANOKE VA
CULPEPER	NROTC UVA CHARLOTTESVILLE VA
CUMBERLAND	NAVMARCORESCEN RICHMOND VA
<u>DANVILLE</u>	NAVMARCORESCEN ROANOKE VA
DICKENSON	NAVMARCORESCEN ROANOKE VA
DINWIDDIE	NAVMARCORESCEN RICHMOND VA
<u>EMPORIA</u>	COMNAVREG MIDLANT */
ESSEX	NAVMARCORESCEN RICHMOND VA
FAIRFAX	COMNAVDIST WASHINGTON DC
FAUQUIER	COMNAVDIST WASHINGTON DC
FLOYD	NAVMARCORESCEN ROANOKE VA
FLUVANNA	NROTC UVA CHARLOTTESVILLE VA
<u>FRANKLIN</u>	COMNAVREG MIDLANT */
FRANKLIN	NAVMARCORESCEN ROANOKE VA
FREDERICK	COMNAVDIST WASHINGTON DC
<u>FREDERICKSBURG</u>	NAVMARCORESCEN RICHMOND VA

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05 MAR 2002

GALAX	NAVMARCORESCEN ROANOKE VA
GILES	NAVMARCORESCEN ROANOKE VA
GLOUCESTER	COMNAVREG MIDLANT */
GOOCHLAND	NAVMARCORESCEN RICHMOND VA
GRAYSON	NAVMARCORESCEN ROANOKE VA
GREENE	NROTC UVA CHARLOTTESVILLE VA
GREENSVILLE	COMNAVREG MIDLANT */
HALIFAX	NAVMARCORESCEN ROANOKE VA
<u>HAMPTON</u>	COMNAVREG MIDLANT */
HANOVER	NAVMARCORESCEN RICHMOND VA
<u>HARRISONBURG</u>	NROTC VMI LEXINGTON VA
HENRICO	NAVMARCORESCEN RICHMOND VA
HENRY	NAVMARCORESCEN ROANOKE VA
HIGHLAND	NROTC VMI LEXINGTON VA (for CACO) NAVSECGRUACT SUGAR GROVE (for honors)
<u>HOPEWELL</u>	NAVMARCORESCEN RICHMOND VA
ISLE OF WIGHT	COMNAVREG MIDLANT */
JAMES CITY	COMNAVREG MIDLANT */
KING AND QUEEN	NAVMARCORESCEN RICHMOND VA
KING GEORGE	COMNAVDIST WASHINGTON DC
KING WILLIAM	NAVMARCORESCEN RICHMOND VA
LANCASTER	COMNAVREG MIDLANT */
LEE	NAVMARCORESCEN ROANOKE VA
<u>LEXINGTON</u>	NROTC VMI LEXINGTON VA
LOUDOUN	COMNAVDIST WASHINGTON DC
LOUISA	NAVMARCORESCEN RICHMOND VA
LUNENBURG	NAVMARCORESCEN RICHMOND VA
<u>LYNCHBURG</u>	NAVMARCORESCEN ROANOKE VA
MADISON	NROTC UVA CHARLOTTESVILLE VA
<u>MARTINSVILLE</u>	NAVMARCORESCEN ROANOKE VA

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05 MAR 2002

MATHEWS	COMNAVREG MIDLANT */
MECKLENBURG	NAVMARCORESCEN RICHMOND VA
MIDDLESEX	COMNAVREG MIDLANT */
MONTGOMERY	NAVMARCORESCEN ROANOKE VA
<u>NEWPORT NEWS</u>	COMNAVREG MIDLANT */
NELSON	NROTC UVA CHARLOTTESVILLE VA
NEW KENT	NAVMARCORESCEN RICHMOND VA
<u>NORFOLK</u>	COMNAVREG MIDLANT */
NORTHAMPTON	COMBATSYSCEN WALLOPS IS (for CACO) COMNAVREG MIDLANT (for HONORS)
NORTHUMBERLAND	COMNAVREG MIDLANT */
<u>NORTON</u>	NAVMARCORESCEN ROANOKE VA
NOTTOWAY	NAVMARCORESCEN RICHMOND VA
ORANGE	NROTC UVA CHARLOTTESVILLE VA
PAGE	NROTC VMI LEXINGTON VA
PATRICK	NAVMARCORESCEN ROANOKE VA
<u>PETERSBURG</u>	NAVMARCORESCEN RICHMOND VA
PITTSYLVANIA	NAVMARCORESCEN ROANOKE VA
<u>PORTSMOUTH</u>	COMNAVREG MIDLANT */
POWHATAN	NAVMARCORESCEN RICHMOND VA
PRINCE EDWARD	NAVMARCORESCEN RICHMOND VA
PRINCE GEORGE	NAVMARCORESCEN RICHMOND VA
PRINCE WILLIAM	COMNAVDIST WASHINGTON DC
PULASKI	NAVMARCORESCEN ROANOKE VA
<u>RADFORD</u>	NAVMARCORESCEN ROANOKE VA
RAPPAHANNOCK	NROTC UVA CHARLOTTESVILLE VA
<u>RICHMOND</u>	NAVMARCORESCEN RICHMOND VA
RICHMOND	NAVMARCORESCEN RICHMOND VA
<u>ROANOKE</u>	NAVMARCORESCEN ROANOKE VA
ROANOKE	NAVMARCORESCEN ROANOKE VA

\*/ Casualty Assistance Calls will be rotated IAW enclosure (2).  
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05 MAR 2002

ROCKBRIDGE	NROTC VMI LEXINGTON VA
ROCKINGHAM	NROTC VMI LEXINGTON VA (for CACO) NAVSECGRUACT SUGAR GROVE (for honors)
RUSSELL	NAVMARCORESCEN ROANOKE VA
SALEM	NAVMARCORESCEN ROANOKE VA
SCOTT	NAVMARCORESCEN ROANOKE VA
SHENANDOAH	NROTC VMI LEXINGTON VA (for CACO) NAVSECGRUACT SUGAR GROVE (for honors)
SMYTH	NAVMARCORESCEN ROANOKE VA
<u>SOUTH BOSTON</u>	NAVMARCORESCEN ROANOKE VA
SOUTHAMPTON	COMNAVREG MIDLANT */
SPOTSYLVANIA	NAVMARCORESCEN RICHMOND VA
STAFFORD	COMNAVDIST WASHINGTON DC
<u>STAUNTON</u>	NROTC VMI LEXINGTON VA
<u>SUFFOLK</u>	COMNAVREG MIDLANT */
SURRY	COMNAVREG MIDLANT */
SUSSEX	COMNAVREG MIDLANT */
TAZEWELL	NAVMARCORESCEN ROANOKE VA
<u>VIRGINIA BEACH</u>	COMNAVREG MIDLANT */
WARREN	NAVDIST WASHINGTON DC
WASHINGTON	NAVMARCORESCEN ROANOKE VA
<u>WAYNESBORO</u>	NROTC VMI LEXINGTON VA
WESTMORELAND	NAVDIST WASHINGTON DC
<u>WILLIAMSBURG</u>	COMNAVREG MIDLANT */
<u>WINCHESTER</u>	COMNAVDIST WASHINGTON DC
WISE	NAVMARCORESCEN ROANOKE VA
WYTHE	NAVMARCORESCEN ROANOKE VA
YORK	COMNAVREG MIDLANT */

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05 MAR 2002

## WEST VIRGINIA COUNTIES

BARBOUR	NAVSECGRUDET SUGAR GROVE WV
BERKELEY	COMNAVDIST WASHINGTON DC
BOONE	NAVRESCEN HUNTINGTON WV
BRAXTON	NAVRESCEN HUNTINGTON WV
BROOKE	NAVMARCORESCEN MOUNDSVILLE WV
CABELL	NAVRESCEN HUNTINGTON WV
CALHOUN	NAVRESCEN HUNTINGTON WV
CLAY	NAVRESCEN HUNTINGTON WV
DODDRIDGE	NAVMARCORESCEN MOUNDSVILLE WV
FAYETTE	NAVRESCEN HUNTINGTON WV
GILMER	NAVRESCEN HUNTINGTON WV
GRANT	NAVSECGRUDET SUGAR GROVE WV
GREENBRIER	NAVRESCEN HUNTINGTON WV
HAMPSHIRE	NAVSECGRUDET SUGAR GROVE WV
HANCOCK	NAVMARCORESCEN MOUNDSVILLE WV
HARDY	NAVSECGRUDET SUGAR GROVE WV
HARRISON	NAVMARCORESCEN MOUNDSVILLE WV
JACKSON	NAVRESCEN HUNTINGTON WV
JEFFERSON	COMNAVDIST WASHINGTON DC
KANAWHA	NAVRESCEN HUNTINGTON WV
LEWIS	NAVRESCEN HUNTINGTON WV
LINCOLN	NAVRESCEN HUNTINGTON WV
LOGAN	NAVRESCEN HUNTINGTON WV
MARION	NAVMARCORESCEN MOUNDSVILLE WV
MARSHALL	NAVMARCORESCEN MOUNDSVILLE WV
MASON	NAVRESCEN HUNTINGTON WV
McDOWELL	NAVRESCEN HUNTINGTON WV
MERCER	NAVRESCEN HUNTINGTON WV
MINERAL	COMNAVDIST WASHINGTON DC
MINGO	NAVRESCEN HUNTINGTON WV

05 MAR 2002

MONONGALIA	NAVMARCORESCEN MOUNDSVILLE WV
MONROE	NAVMARCORESCEN ROANOKE VA
MORGAN	COMNAVDIST WASHINGTON DC
NICHOLAS	NAVRESCEN HUNTINGTON WV
OHIO	NAVMARCORESCEN MOUNDSVILLE WV
PENDLETON	NAVSECGRUDET SUGAR GROVE WV
PLEASANTS	NAVMARCORESCEN MOUNDSVILLE WV
POCAHONTAS	NAVSECGRUDET SUGAR GROVE WV
PRESTON	NAVMARCORESCEN MOUNDSVILLE WV
PUTNAM	NAVRESCEN HUNTINGTON WV
RALEIGH	NAVRESCEN HUNTINGTON WV
RANDOLPH	NAVSECGRUDET SUGAR GROVE WV
RITCHIE	NAVRESCEN HUNTINGTON WV
ROANE	NAVRESCEN HUNTINGTON WV
SUMMERS	NAVMARCORESCEN ROANOKE VA
TAYLOR	NAVMARCORESCEN MOUNDSVILLE WV
TUCKER	NAVSECGRUDET SUGAR GROVE WV
TYLER	NAVMARCORESCEN MOUNDSVILLE WV
UPSHUR	NAVRESCEN HUNTINGTON WV
WAYNE	NAVRESCEN HUNTINGTON WV
WEBSTER	NAVRESCEN HUNTINGTON WV
WETZEL	NAVMARCORESCEN MOUNDSVILLE WV
WIRT	NAVRESCEN HUNTINGTON WV
WOOD	NAVRESCEN HUNTINGTON WV
WYOMING	NAVRESCEN HUNTINGTON WV

05 MAR 2002

**PENNSYLVANIA COUNTIES**

ADAMS	CACO - NAVICP MECHANICSBURG PA Honors - NAVMARCORESCEN HARRISBURG
ALLEGHENY	CACO - Rotate NAVMARCORESCEN Pittsburgh and NROTC Carnegie Mellon Honors - NAVMARCORESCEN Pittsburgh, PA
ARMSTRONG	CACO - Rotate NAVMARCORESCEN Pittsburgh and NROTC Carnegie Mellon Honors - NAVMARCORESCEN Pittsburgh, PA
BEAVER	CACO - Rotate NAVMARCORESCEN Pittsburgh and NROTC Carnegie Mellon Honors - NAVMARCORESCEN Pittsburgh, PA
BEDFORD	NAVMARCORESCEN EBENSBURG PA
BERKS	NAVMARCORESCEN READING PA
BLAIR	NAVMARCORESCEN EBENSBURG PA
BRADFORD	NAVRESCEN AVOCA PA
BUCKS	NAS/JRB WILLOW GROVE PA
BUTLER	CACO - Rotate NAVMARCORESCEN Pittsburgh and NROTC Carnegie Mellon Honors - NAVMARCORESCEN Pittsburgh, PA
CAMBRIA	NAVMARCORESCEN EBENSBURG PA
CAMERON	NROTC PENN STATE PA
CARBON	NAVRESCEN AVOCA PA
CENTRE	NROTC PENN STATE PA
CHESTER	NAS/JRB WILLOW GROVE PA
CLARION	CACO - Rotate NAVMARCORESCEN Pittsburgh and NROTC Carnegie Mellon Honors - NAVMARCORESCEN Pittsburgh, PA
CLEARFIELD	NROTC PENN STATE PA
CLINTON	NROTC PENN STATE PA
COLUMBIA	NAVRESCEN AVOCA PA
CRAWFORD	NAVMARCORESCEN ERIE PA
CUMBERLAND	CACO - NAVICP MECHANICSBURG PA Honors - NAVMARCORESCEN HARRISBURG
DAUPHIN	CACO - NAVICP MECHANICSBURG PA Honors - NAVMARCORESCEN HARRISBURG PA
DELAWARE	NAS/JRB WILLOW GROVE PA

05 MAR 2002

ELK	NAVMARCORESCEN ERIE PA
ERIE	NAVMARCORESCEN ERIE PA
FAYETTER	CACO - Rotate NAVMARCORESCEN Pittsburgh and NROTC Carnegie Mellon Honors - NAVMARCORESCEN Pittsburgh, PA
FOREST	NAVMARCORESCEN ERIE PA
FRANKLIN	CACO - NAVICP MECHANICSBURG PA Honors - NAVMARCORESCEN HARRISBURG PA
FULTON	NAVMARCORESCEN EBENSBURG PA
GREENE	NAVMARCORESCEN PITTSBURGH PA
HUNTINGDON	NAVMARCORESCEN EBENSBURG PA
INDIANA	NAVMARCORESCEN EBENSBURG PA
JEFFERSON	NAVMARCORESCEN EBENSBURG PA
JUNIATA	CACO - NAVICP MECHANICSBURG PA Honors - NAVMARCORESCEN HARRISBURG PA
LACKAWANNA	NAVRESCEN AVOCA PA
LANCASTER	NAVMARCORESCEN READING PA
LAWRENCE	CACO - Rotate NAVMARCORESCEN Pittsburgh and NROTC Carnegie Mellon Honors - NAVMARCORESCEN Pittsburgh, PA
LEBANON	CACO - NAVICP MECHANICSBURG PA Honors - NAVMARCORESCEN HARRISBURG PA
LEHIGH	NAVMARCORESCEN LEHIGH VALLEY PA
LUZERNE	NAVRESCEN AVOCA PA
LYCOMING	NROTC PENN STATE PA
MCKEAN	NAVMARCORESCEN ERIE PA
MERCER	NAVMARCORESCEN ERIE PA
MIFFLIN	NROTC PENN STATE PA
MONROE	NAVRESCEN AVOCA PA
MONTGOMERY	NAS/JRB WILLOW GROVE PA
MONTOUR	NAVMARCORESCEN HARRISBURG PA
NORTHAMPTON	NAVMARCORESCEN LEHIGH VALLEY PA
NORTHUMBERLAND	NAVMARCORESCEN HARRISBURG PA
PERRY	CACO - NAVICP MECHANICSBURG PA Honors - NAVMARCORESCEN HARRISBURG PA

05 MAR 2002

<u>PHILADELPHIA</u>	NAS/JRB WILLOW GROVE PA
PIKE	NAVRESCEN AVOCA PA
POTTER	NROTC PENN STATE PA
SCHUYLKILL	NAVMARCORESCEN READING PA
SNYDER	NAVMARCORESCEN HARRISBURG PA
SOMERSET	CACO - Rotate NAVMARCORESCEN Pittsburgh and NROTC Carnegie Mellon Honors - NAVMARCORESCEN Pittsburgh, PA
SULLIVAN	NAVRESCEN AVOCA PA
SUSQUEHANNA	NAVRESCEN AVOCA PA
TIOGA	NROTC PENN STATE PA
UNION	NAVMARCORESCEN HARRISBURG PA
VENANGO	NAVMARCORESCEN ERIE PA
WARREN	NAVMARCORESCEN ERIE PA
WASHINGTON	CACO - Rotate NAVMARCORESCEN Pittsburgh and NROTC Carnegie Mellon Honors - NAVMARCORESCEN Pittsburgh, PA
WAYNE	NAVRESCEN AVOCA PA
WESTMORELAND	CACO - Rotate NAVMARCORESCEN Pittsburgh and NROTC Carnegie Mellon Honors - NAVMARCORESCEN Pittsburgh, PA
WYOMING	NAVRESCEN AVOCA PA
YORK	CACO - NAVICP MECHANICSBURG PA Honors - NAVMARCORESCEN HARRISBURG PA

05 MAR 2002

SUB-AREA COORDINATORS WITHIN COMNAVREG MIDLANT  
FOR CASUALTY ASSISTANCE OFFICERS

PENNSYLVANIA

<u>Command</u>	<u>Geographical Sub-area</u>
NAVICP MECHANICSBURG	MECHANICSBURG PA <u>1</u> /
NAS JRB WILLOW GROVE	GREATER PHILADELPHIA PA <u>2</u> /
NAS KEFLAVIK	ICELAND <u>3</u> /

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1/ CACO responsibilities will be rotated between all Naval commands in Mechanicsburg, PA.

2/ CACO responsibilities will be rotated between all Naval commands in Philadelphia area.

3/ CACO responsibilities will be rotated between all Naval commands in NAS Keflavik

Enclosure (4)

# CASUALTY ASSISTANCE CALLS PROGRAM

To: Commander, Navy Personnel Command (PERS-621)  
Via: Commander, Navy Region, Mid Atlantic (N12)

Report BUPERS 1770-1  
Date:

A casualty assistance call was made and assistance rendered as indicated. The next of kin was requested to advise or contact me or my successor on any matter where difficulty is encountered and to advise when all payments for claims benefits or rights are received. BUPERS and the cognizant CACO Coordinator will be advised when the case is closed. List an asterisk (\*) beside any item to indicate the placement of comments in the Remarks Section.

Name of Deceased:	RANK/RATE:	SSN:	DATE OF DEATH:
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NAME ADDRESS AND RELATIONSHIP OF PERSON BEING ASSISTED:	DATE BUPERS BENEFITS LETTER RECEIVED:
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DATE AND TIME OF NOTIFICATION:	DATE LETTER OF CIRCUMSTANCES RECEIVED:
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CACP MANUAL REFERENCE	SUBJECT	ACTION (AS APPROPRIATE)		
		DATE APPLIED FOR	DATE RECEIVED	N/A
APPENDIX E	REPORT OF CASUALTY (DD 1300) (Furnished to next of kin and other agencies)			
CHAP VI	DEPENDENTS ALLOTMENTS AND ALLOWANCES			

## CLAIMS AND APPLICATIONS SUBMITTED

CHAP V	BURIAL ENTITLEMENTS: A. NAVY B. SOCIAL SECURITY ADMINISTRATION			
CHAP V	DEATH GRATUITY			
CHAP VI	UNPAID COMPENSATION (Unpaid Pay and Allowances)			
CHAP VI	SURVIVOR BENEFIT PLAN ANNUITY (Applicable to members with over 20 years of service)			
CHAP VI	SERVICEMEMBER'S GROUP LIFE INSURANCE (Submit claim to OSGLI)			
CHAP VI	COMMERCIAL LIFE INSURANCE APPLICATION SUBMITTED (Indicate in remarks the name of the company which commercial insurance is carried)			
CHAP VI	UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD (DD 1173) (May include medical care, exchange and commissary privileges)			
CHAP VI	DEPENDENCY AND INDEMNITY COMPENSATION			
CHAP VI	SOCIAL SECURITY SURVIVOR BENEFITS (Submit claim to local Social Security Administration Office)			
CHAP VI	DEPENDENTS' TRAVEL CLAIM (Claims are settled by local PSD)			
CHAP V-VI	TRANSPORTATION OF HOUSEHOLD GOODS/PERSONAL EFFECTS			
CHAP V	GOVERNMENT HEADSTONE OR MARKER (Application not required if burial is in national cemetery)			

## ASSISTANCE REQUIRED (Indicate in "Remarks" to whom referred for assistance)

CHAP VII	INCOME TAX (W-2 furnished directly to next of kin by DFAS without request upon completion of processing)			
CHAP VII	BANK ACCOUNTS, SAVINGS BONDS, SECURITIES, REAL STATE, WILL			

**INVESTIGATIVE REPORTS REQUEST (As applicable)**

<b>CHAP IV</b>	JAGMAN INVESTIGATIVE REPORT			
	NCIS INVESTIGATIVE REPORT			
	AIRCRAFT MISHAP INVESTIGATIVE REPORT			

☐ INITIAL

☐ INTERIM

☐ FINAL

SPECIAL REQUESTS MADE BY BENEFICIARY:

ACTION TAKEN BY CACO:

ACTION DESIRED BY BUPERS AS FOLLOWS:

GENERAL REMARKS: (Include liaison and contacts with agencies, individuals and relatives, comments, observations, recommendations and comments of next of kin)

ADDRESS OF NEXT OF KIN

CACO DSN/COMMERCIAL PHONE Nos.

☐ NO CHANGE

☐ NEW ADDRESS IS:

SIGNATURE AND RANK/RATE OF CACO MAKING REPORT:

ACTIVITY TO WHICH ATTACHED:

**FIRST ENDORSEMENT**

From: **Commander, Navy Region, Mid-Atlantic**  
 To: Commander, Navy Personnel Command (PERS-621)

DATE:

1. Forwarded

SIGNATURE:

Enclosure (6)

STANDARD FORM 1164 (Rev. 11-77)  
Prescribed by GSA, FPMR (CFR 41) 101-7

[illegible]

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 8987 of November 22, 1943, and 28 U.S.C. 8011(b) and 8109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or other expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by Federal agency officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 8987, November 22, 1943, for use as a taxpayer and/or employee identification number; disclosure is MANDATORY on vouchers claiming payment or reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

## ELECTRONIC FUNDS TRANSFER (EFT) CERTIFICATE

AUTHORITY: DEBT COLLECTION IMPROVEMENT ACT OF 1996, PUBLIC LAW 104-1354. PUBLIC LAW 104-134 REQUIRES THAT ALL FEDERAL PAYMENTS SHALL BE PAID MY MEANS OF EFT.

PURPOSE: TO ENSURE REIMBURSEMENTS ARE MADE TO MILITARY MEMBERS AND CIVILIAN EMPLOYEES WHO PERFORM OFFICIAL TRAVEL ARE CREDITED IN THEIR ELECTRONIC FUNDS TRANSFER ACCOUNT IN TIMELY MANNER.

ROUTINE USES: TO AUTHORIZE A FINANCIAL INSTITUTION CHOSEN BY AN INDIVIDUAL TO CREDIT THEIR EFT ACCOUNTS.

DISCLOSURE IS MANDATORY. FAILURE TO FURNISH INFORMATION REQUESTED MAY RESULT IN NON-PAYMENT OF TRAVEL PAY ENTITLEMENTS OR MAY DELAY RECEIPT OF PAYMENT TO YOUR EFT ACCOUNT.

\*\*\*\*\*

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Last, first, MI)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

FINANCIAL INSTITUTION NAME: \_\_\_\_\_  
\_\_\_\_\_

FINANCIAL INSTITUTION'S ROUTING TRANSIT NUMBER (RTN): \_\_\_\_\_  
(OBTAIN FROM FINANCIAL INSTITUTION OR BOTTOM PART OF YOUR PERSONAL CHECK)

(OR YOU MAY ATTACH A "VOID" CHECK AT BOTTOM OF FORM)

ACCOUNT TYPE (CHECK ONE) : \_\_\_\_\_ CHECKING \_\_\_\_\_ SAVINGS

ACCOUNT NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Enclosure (7)